



South Carolina

**High School
Assessment
Program**

FALL 2006

**DISTRICT TEST COORDINATOR'S
SUPPLEMENT**

STATE ASSESSMENT SDE-12-0001

South Carolina Department of Education
2006

HSAP FALL 2006 SCHEDULE

Date	Activity
At least two weeks before testing:	District Test Coordinator (DTC) receives materials in district office.
Within 24 hours of receipt of materials:	DTC faxes Materials Receipt Acknowledgement Form to Pearson Educational Measurement (PEM).
At least one week before testing:	DTC trains all School Test Coordinators (STCs).
At least one week before testing:	STCs receive test materials for schools.
Within 24 hours of receipt of materials by STC:	STC notifies DTC of any missing test materials.
Tuesday, October 24, 2006: Wednesday, October 25, 2006: Thursday, October 26, 2006: Friday, October 27– Friday, November 3, 2006:	HSAP English language arts (Session 1) HSAP English language arts (Session 2) HSAP mathematics Make-up test dates must be scheduled within this window.
No school or Adult Education center may start testing earlier than the designated dates, and must test within the test window.	
No later than Wednesday, November 8, 2006:	DTC returns Shipment 1, scorable materials, to PEM.
No later than Wednesday, November 8, 2006:	DTC returns Shipment 2, nonscorable materials, to PEM.
Thursday, December 14 through Friday, December 15, 2006:	DTCs receive district data files, school and district rosters, and student-level reports.

Contacts

If you have any administration questions, contact Nicole Amador of American Institutes for Research between 7:30 A.M. and 4:00 P.M. eastern time at 888-321-5088.

If you have any test materials questions, contact Pearson Educational Measurement (PEM) between 7:00 A.M. and 6:30 P.M. eastern time at 866-724-4602.

If you have policy questions (e.g., test security, participation), contact Nancy Whitlock of the State Department of Education (SDE) at 803-734-8289.

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Forms

- HSAP District Security Checklist
- Additional Materials Request Form
- Comment Sheet

Sequence of Events

The following list chronicles events in the order they should occur throughout the administration process.

- _____ DTC selects the testing window and notifies STCs.
- _____ STCs publicize the testing window.
- _____ DTC and STCs ensure that schools have secure storage space, adequate testing rooms, and sufficient staff.
- _____ DTC receives materials for district and schools.
- _____ DTC signs test security agreement.
- _____ DTC verifies receipt of shipment and faxes Materials Receipt Acknowledgement Form to Pearson Educational Measurement (PEM) within 24 hours.
- _____ DTC verifies only district overage materials and notifies PEM if any materials are missing.
- _____ DTC instructs STCs to sign test security agreements.
- _____ DTC trains STCs.
- _____ DTC distributes school boxes to STCs.
- _____ STCs receive and verify materials.
- _____ STCs notify DTC of any missing materials from school shipments.
- _____ DTC notifies PEM of any missing school materials.
- _____ STCs store materials in secure location when not in use.
- _____ STCs instruct Test Administrators (TAs) to sign test security agreements.
- _____ STCs train TAs and monitors and distribute manuals.
- _____ STCs compile class packets.
- _____ STCs distribute class packets to TAs on testing day.
- _____ TAs initial security checklists and receive materials.
- _____ TAs administer tests to students on testing day.
- _____ DTC and STCs oversee test administration, maintain test security, complete Testing Irregularity Forms (if needed), and answer questions.
- _____ TAs collect and count materials after testing and before dismissing students.
- _____ TAs return materials and make-up rosters to STCs immediately after testing.
- _____ TAs initial security checklists for return of materials.
- _____ STCs collect and account for all materials.
- _____ TAs receive materials and initial the security checklists on testing day.
- _____ TAs administer make-up tests.
- _____ TAs collect and count all make-up materials after testing and before dismissing students.
- _____ TAs initial the security checklists immediately after testing.
- _____ STCs return scorable materials to DTC.
- _____ DTC schedules return of scorable materials to PEM.
- _____ STCs return nonscorable materials to DTC.
- _____ DTC takes inventory of all school shipments and returns nonscorable materials to PEM.

USING THIS SUPPLEMENT

This supplement includes information that District Test Coordinators (DTCs) must have for the administration of the South Carolina High School Assessment Program (SC HSAP). Only the procedures specific to DTCs are in this document.

Before you begin preparations for testing, carefully read this *District Test Coordinator's Supplement* and the *Test Administration Manual*. Make sure that you understand all the tasks that need to be performed. If you have any questions, refer to the contacts and phone numbers on the inside front cover of this booklet.

EXCEPTIONS FOR ESOL STUDENTS

Although the State encourages testing of all ESOL students, districts may use the following exception:

ESOL students who are enrolled for the first time in a U.S. school are not required to take the HSAP ELA test if they are determined to be at the lowest levels of English proficiency. They are required, however, to take the HSAP mathematics test. The Office of Research will identify these students by the following two SASI data fields:

- 1) in SASI, the student must be coded ESL 1, 2, 3, or 4; OR, for waiver students, A, B, C, or D; and
- 2) in SASI, there must be an appropriate date in the "U.S. Sch Entry" field on page 3 on the Student Atom.

Foreign exchange students cannot be considered ESOL students; therefore, they do not qualify for this exception.

SCHEDULING THE TEST

Students who are absent on the scheduled testing days must make up the test during the make-up testing window. Each Test Administrator (TA) must provide the School Test Coordinator (STC) with a list of students who miss one or more days of testing and need to be scheduled for make-up tests.

SIGNING THE TEST SECURITY AGREEMENT

Before handling materials, all DTCs must have a signed test security agreement form on file in the district office for the current school year. There are two versions of the security agreement. The first version is for DTCs, STCs, and TAs to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure that each person signs the appropriate version of the security agreement **before testing begins**.

RECEIVING TEST MATERIALS

You will receive the test materials shipment for the district at least two weeks before testing. The shipment will contain two types of test materials: the district overage materials and the test materials for all participating schools in the district. The district overage shipment will be packaged in white boxes to make them easy for you to identify. When you receive the materials, verify that the number of boxes you receive matches the number of boxes shown as shipped on the bill of lading. If a box is missing, **contact PEM immediately at 866-724-4602**. Within 24 hours of receiving your district's

materials, complete and fax to PEM the Materials Receipt Acknowledgement Form, which will be in the first district overage box.

School shipments are boxed individually. Each school's shipment will be labeled with the number of boxes shipped (e.g., Box 1 of 2, Box 2 of 2) for that school. **DTCs are not expected to open and take inventory of the school boxes.** STCs will verify the contents of their school's shipments.

VERIFYING THE DISTRICT SHIPMENT

Use the district overage to fill any requests for additional materials from your STCs. The overage shipment will contain the following materials:

- Test security agreement forms;
- Materials Receipt Acknowledgement Form;
- Additional Materials Request Forms;
- *District Test Coordinator's Supplement*;
- *Test Administration Manual*;
- District Security Checklist;
- School Header Sheets and Class Sheets;
- scannable test booklets in shrink-wrapped packets;
- graph paper and Reference Information sheets for mathematics;
- paper bands (optional);
- return-shipping materials;
- "Do Not Score" labels;
- linking labels; and
- copies of all school packing lists, which DTCs receive for reference in case STCs have questions about the materials they receive.

Open the district overage shipment and take inventory of the contents as follows:

1. Place a check mark beside each item on the district packing list to verify that the types and quantities of materials received match those printed on the packing list.
2. Check that the Security Number Range printed on the packing list matches the Security Number Range of the booklets received. **Do not open the shrink-wrapped packets at this time.** Read the security numbers of the first and last booklets in the packets, and then count the booklet spines in each shrink-wrapped packet to verify quantities.

HSAP DISTRICT SECURITY CHECKLIST

District Name: _____

DTC Name: _____

The District Test Coordinator (DTC) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials:

Security Number	School Name	Sign Out		Packaged for Return	
		STC Initials	DTC Initials		
1001001	Thornton	KT	BD		
1001002	↓	↓	↓		
1001003					
1001004	↓	↓	↓		
1001005	Thornton	KT	BD		

- If you find any discrepancy between the packing list and the booklets received—if the shipment appears incomplete in any way or if a booklet is missing—immediately notify PEM at 866-724-4602. Record the security number(s) of the missing booklet(s) and an explanation of the discrepancy on the District Security Checklist.
- Do not open the shrink-wrapped packets in your district overage shipment unless you need to fulfill a school's request for extra materials.** If you need to distribute extra booklets to a school, use the District Security Checklist to indicate the assignment of these booklets to the school, as shown in the diagram above.
- Store all test materials in a secure, locked location until you distribute them to schools prior to testing or until you return them to PEM.
- Keep the original shipping box(es) for returning materials to PEM.
- Request additional materials as soon as possible to allow them to arrive in time for testing.

DISTRIBUTING SCHOOL SHIPMENTS

Prior to receiving their materials, STCs should sign a test security agreement form if they do not have one on file at the district office for the current school year. There are two versions of the security agreement. The first version is for DTCs, STCs, and TAs to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure that each person signs the appropriate version of the security agreement **before testing begins**. Copies of the forms are in the district shipment. Security agreements must be maintained in the district office and be provided to the State Department of Education (SDE) if a breach of security occurs.

The DTC must train STCs and may distribute school materials during the STC training session; however, the DTC must distribute materials to STCs at least one week before testing. STCs must schedule training sessions for TAs and will need the *Test Administration Manual* for training.

TRAINING SCHOOL TEST COORDINATORS

During training, refer STCs to the *Test Administration Manual*, which contains information for STCs and TAs. Pay particular attention to the topics listed below:

- the testing schedule and the make-up schedule;
- the students who will be tested, including special student groups (e.g., limited English proficient students, homebound and home-based instruction students, home school students, suspended students, and students with disabilities);
- test security and the procedures described in the *Test Administration Manual* (completing test security agreements and School Security Checklists and accounting for materials);
- the importance of using systematic procedures for distributing and collecting all test materials to ensure that materials will not be misplaced;
- training TAs and monitors, including those responsible for customized administrations;
- the calculator use policy for mathematics and the requirement to reset, before and after testing, all calculators used during testing;
- providing appropriate testing environments;
- handling disruptions during testing; and
- returning materials to you.

ORDERING ADDITIONAL TEST MATERIALS

Only DTCs may order or receive additional materials from PEM.

1. Place orders **no later than two days before testing** to ensure delivery.
2. Complete all information on the Additional Materials Request Form, which is in the “Forms” section of this supplement.
3. Fax the form to 877-309-2416, or phone your order to 866-724-4602.
4. Alternatively, enter your additional orders on the SchoolHouse Web site.

RETURNING MATERIALS TO PEM

When returning materials to the DTC, STCs are advised in the *Test Administration Manual* to give the DTC a copy of the School Security Checklist. The DTC must retain these forms in the district security files.

Arrange for pickup of all scorable materials for return to PEM within three business days after testing. Please arrange for the following materials to be discarded or recycled, unless they contain content written by a student, in which case you must return the materials with your nonscorable shipment:

- copies of the *District Test Coordinator’s Supplement*;
- copies of the *Test Administration Manual* (you may keep these for reference);
- graph paper and mathematics Reference Information sheets with no writing on them (you may keep these for use in the school);
- unused labels; and
- unused headers.

You will need to arrange for two separate pickups:

1. Shipment 1, scorable test materials
2. Shipment 2, all secure nonscorable materials

Shipment 1:

Shipment 1 will contain the used **scorable** ELA and mathematics test booklets for all tests given on October 24, 25, and 26 and all make-up tests given on October 27 through November 3, as well as all completed Class Sheets and School Header Sheets for test booklets to be scored.

- Return Shipment 1 no later than Wednesday, November 8, 2006.
- Count the boxes being returned in Shipment 1, and number them sequentially in the designated area on the **scorable return label** (e.g., Box 1 of 2, Box 2 of 2).
- Refer to the shipping instructions provided in your district overage box for returning scorable materials to PEM. Scorable materials will be picked up by either ground or air transportation.

Shipment 2:

Shipment 2 will contain all **secure** unused test materials that **will not be scored**.

- Return Shipment 2 no later than Wednesday, November 8, 2006.
- Combine your district overage nonscorable boxes with the nonscorable boxes you receive from the schools.
- Count the nonscorable boxes and number them in sequential order in the designated area on the **nonscorable return label** (e.g., Box 1 of 2, Box 2 of 2).
- Follow the procedures in the district overage box to schedule a ground pick up.
- Be sure to return unused district overage materials with Shipment 2.

RECEIVING TEST SCORES

DTCs will receive district data files, district and school rosters, and student-level reports **Thursday, December 14 through Friday, December 15, 2006**.

FORMS

DISTRICT SECURITY CHECKLIST

DTC Name: _____

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

[illegible]

Secure Test Materials:

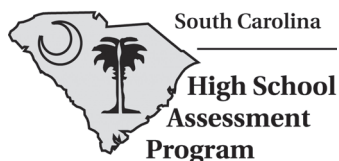
[illegible]

Comments:

Security Statement:

I certify that I followed and that I instructed all persons in my district who have access to secure materials to follow the Test Security Legislation, Regulations, and Procedures and that the secure test materials shown on this Security Checklist have been packaged for return, as outlined in the District Test Coordinator's Supplement and Test Administration Manual.

Date: _____ DTC Signature: _____



Additional Materials Request Form

Only District Test Coordinators (DTCs) may order additional materials from Pearson Educational Measurement (PEM). Place orders at least two business days before the test is scheduled to be administered. All test materials will be shipped to **district** offices only.

To order additional test materials, transmit this completed form to PEM by toll-free fax 877-309-2416 or call 866-724-4602.

District Name: _____

School Name: _____

DTC Name: _____

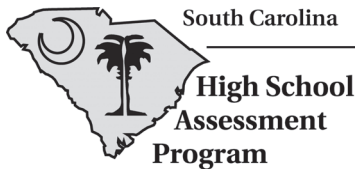
Date: _____ BEDS Code: _____

Phone #: _____ Fax #: _____

Item Name	Quantity
Test Administration Manual	
Linking Labels (8 per page)	_____ pages
Do Not Score Labels (48 per page)	_____ pages
Class Header Sheet	
School Header Sheet	
Graph paper	
Reference Information sheets	
Other (specify)	

Item Name	Mathematics	English
Form A test booklet		
Form A large-print test booklet		
Form A loose-leaf test booklet		
Form A oral administration script		
Form A audiotape		
Form C braille test booklet (with print booklet)		
Form C sign language test booklet		
Form C braille oral administration script		
Form C braille audiotape		
Form C sign language videotape for ASL		
Form C sign language videotape for PSE		
Form C sign language videotape for SEE		

DTC Signature and Date: _____



Optional
Name: _____
District/School: _____
Date: _____
Phone/e-mail: _____

Comment Sheet (Optional)

We welcome your ideas and suggestions for improving the test administration procedures and manuals. If you have comments, please make them on this sheet, remove it from the manual, and return it in your shipment of nonscorable test materials.

RECEIPT AND RETURN OF MATERIALS

TEST ADMINISTRATION DIRECTIONS/MANUALS

Please complete reverse side.

TRAINING RECEIVED

TEST SECURITY/SECURITY CHECKLISTS

CODING ANSWER DOCUMENTS AND USING LABELS

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